

## PCMI - Professional Contract Management, Inc.

### Substitute Teacher Positions South Bend, Indiana

#### Part Time Certified Substitute Teaching positions are needed at South Bend Career Academy

As a PCMI Substitute you choose which districts you are willing to work in and when you are available to work. This is the perfect position to provide you income while seeking further employment, a college degree or just wanting a little extra income.

#### Job summary:

Provide support in functional areas related to educational learning objectives and student interaction in a classroom setting.

#### Essential Job Functions:

All duties connected to managing a classroom of students to ensure learning objectives are achieved. This will include; the ability to create and/or follow lesson plans, provide a structured learning atmosphere while maintaining positive control of the classroom, monitor student attendance and behavior, develop classroom notes as follow up for home room teacher, possess the ability to develop positive working relationships with students, administrators and staff.

#### Qualifications

Available to work Monday – Friday from 8:00 AM – 5:00PM  
Excellent communication skills (written & oral)  
Highly organized with exceptional time management skills  
An interest in working with students of various age groups  
Ability to create a positive learning atmosphere, focused on student involvement/interaction  
Ability to manage conflict and obtain positive results  
Professional demeanor and personal integrity  
Ability to demonstrate safe work habits and maintain a safe environment for students  
Ability to successfully pass a criminal background check  
Must complete all required on-line training modules (GCN)  
Ability to travel to various buildings within the district(s)  
Adherence to all PCMI policies and all school district policies/guidelines  
Must have a positive attitude and ability to work well with students, administrators and staff  
Experience working with children is helpful.  
Must undergo a background check at own expense prior to submitting application

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

#### Education:

State of Indiana – Certified Teaching License

**Additional Requirements:** Required to undergo a reference or security check  
You must undergo an extended background check at your own expense to work in a school. Cost for background check is approximately \$35

**Position(s) Available:** (15)

**Pay Rate:** Approximately \$75.00 / Day

**How to Apply:** Log onto <http://www.applitrack.com/pcmi/onlineapp/> and select JOB ID: 1432